

# Workplace Alaska

## Class Specification Health Program Manager IV

**Created:**  
06/02/1997 by Rachel Wilson  
**Finalized on:**

**AKPAY Code:** P5944  
**Class Outline Cat:** B  
**Approved by:**

**Class Code:** PG0124  
**Class Range:** 23  
**Class Status:** Active

**Category:** Professional  
**Original Date:** 06/01/1990

**Class Title:** Health Program Manager IV  
**Use MJR Form:** Standard

**Original Comments:**  
ORIGINAL - (PJ/JD).

**Subsequent Revision Dates/Comments:**  
03/16/1993 - Retitle/rewrite of Health Program Specialist;  
remove technical/clinical specialist (CJD/NC).  
10/08/1998 - MQs  
07/07/2003 - Audited (KMurry)  
05/03/2006 - MQ revision (SBrinkley)  
01/19/2007 - MQ revision (SBrinkley)  
09/25/2008 - Workplace AK spec revision: Added Census  
Job Code and AKPAY Code fields; Replaced Category field  
with Class Outline Category; Updated EEO4, SOC, and Class  
Code fields; Removed DOT field.

**Last Update:** **EEO4:** B **SOC:** 11-9111 **Census:** 02

**Last Update Comments:**

### Definition:

Positions in this series develop, implement, and administer programs to ensure appropriate and effective public health care delivery systems, services and operations in the State of Alaska. Positions are concerned with programmatic and administrative matters relating to development, implementation, operation, administration, evaluation and funding of public health activities in the state. Typical programmatic areas include, but are not limited to, maternal, child and family health, nutrition, emergency medical services, and health promotion and risk reduction.

### Distinguishing Characteristics:

Health Program Managers are responsible, directly or through lower level staff, for most or all of the following: program planning, development, and implementation; program monitoring and evaluation; policy and procedure development; budget planning and monitoring; contract or grant negotiation and administration; and programmatic consultation, training and technical assistance to local health care programs or providers. This series is distinguished by its primary role of managing health programs. In contrast, Health and Social Services Planners focus on planning functions leading to the development of comprehensive plans of action to address health-related issues. Public Health Specialists are subject matter experts in a specific clinical or technical health specialty who's primary function is to serve as a consultant, researcher and expert in that clinical/technical specialty.

Health Program Manager IV positions either (1) plan, develop, implement, and ensure completion of overall program planning, objectives, evaluations, budget/fiscal management, and effective goal achievement of a large multifaceted statewide organizational unit; or (2) function as a deputy to the division director in determining overall administrative and policy direction, establishing priorities and allocating staff and financial resources for public health service planning and program implementation, and managing the financial and administrative functions of the division.

### Examples of Duties:

Provide overall budgetary, program planning, and administrative management of a large operational unit, usually of section status; or has divisional authority for administrative and policy functions.

Formulate policy, evaluate program activities; assess problems related to public health services issues; establish program goals; evaluate staff and services; review program manager recommendations and make final determination or submit for the division director's consideration; adjust staffing and other resource allocations as necessary.

Responsible for overall financial and activity management; respond to financial deviations; provide justification for all budgetary adjustments; submit grant applications to the division director; supervise and coordinate the division's financial management activities and reports; control expenditures through liaison with responsible regional, section and headquarters personnel.

Review and make final recommendations regarding grants, contracts and budget revisions to the division director.

Formulate and implement short and long range policies relating to program services.

Represent the section and division before the legislature and other public bodies; prepare regulations for submission to the Department of

Law and public review.

Perform other related work as required.

**Knowledge, Skills and Abilities:**

Considerable knowledge of budget and financial management, and procurement policies and procedures.

Considerable knowledge of principles and practices of personnel management and supervision.

Working knowledge of conflict resolution techniques.

Ability to administer major complex program activities and establish priorities for work assignments of multiple staff providing a series of interdependent services.

Ability to direct the efforts of researchers, planners, data processing analysts and programs, fiscal and budgetary technicians and health specialty area technicians in order to effectively manage research projects, planning exercises, management information systems and implement complex health care delivery systems in compliance with federal or state legal and regulatory requirements.

**Minimum Qualifications:**

A Master's degree from an accredited college in health, public health, behavioral health, health care services, health practice, senior health care, developmental disabilities, health sciences, health care administration, or a closely related field.

AND

Two years of supervisory level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery.

Examples of qualifying State of Alaska job classes are Health Program Manager II, Nurse IV, Nurse IV (Psychiatric), Public Health Nurse IV, Nurse Consultant II, Health and Social Services Planner II, Medical Assistance Administrator III, Mental Health Clinician III, Developmental Disabilities Program Specialist III, Social Worker IV.

**Substitution:**

A Bachelor's degree from an accredited college in biological, health or behavioral science; health practice; education; or public or business administration

AND

Three years of supervisory level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery.

OR

Graduation from a diploma or Associate degree school of nursing accredited by the National League for Nursing

AND

Five years of supervisory experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery.

**Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

**Special Note:**

Agencies employing Health Program Managers are responsible for administering a wide range of medical, behavioral and social health insurance programs for children and adults. Positions typically focus on a particular health area. Where licensure is required, the job vacancy announcement will identify the type of license necessary to apply for that specific position. The essential functions of some positions may involve exposure to infectious disease and/or biohazards. Travel may be required.

**Minimum Qualification Questions:**

Do you have a Master's degree from an accredited college in health, public health, behavioral health, health care services, health practice, senior health care, developmental disabilities, health sciences, health care administration, or a closely related field?

AND

Do you have two years of supervisory level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery?

**Or Substitution:**

Do you have a Bachelor's degree from an accredited college in biological, health or behavioral science; health practice; education; or public or business administration?

AND

Do you have three years of supervisory level experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery?

**Or Substitution:**

Did you graduate from a diploma or Associate degree school of nursing accredited by the National League for Nursing?

AND

Do you have five years of supervisory experience performing health program planning, development, coordination, evaluation or implementation, technical health care assistance and consultation, health care utilization or quality assurance examination, and/or health care service delivery?